

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** EXECUTIVE ASSISTANT

**Date:** 04/15/99

**Position Level:** 9

**FLSA Status:** Nonexempt

**Class Code:** 9-8

### GENERAL DESCRIPTION

Primary function is to perform highly specialized office and administrative work in supporting a Division Director or Commissioner.

### KEY RESPONSIBILITIES

- 1.\*Act as personal secretary and or administrative aide.
- 2.\*Prepare and/or research agenda items.
3. Assist in drafting and production of complex written correspondence and presentations.
4. Read, sort, and distribute all incoming and outgoing mail, as well as receive and screen callers.
5. Maintain supervisor's calendar and schedule, and make travel arrangements.
6. Help prepare annual budget and perform daily routine budgetary functions.
7. Take and transcribe dictation, i.e., letters, memos, and independently prepare routine letters, etc.
8. Take and transcribe minutes of meetings.
9. Perform routine clerical functions (typing, filing, copying documents).

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> EXECUTIVE ASSISTANT	<b>Class Code:</b> 9-8	<b>Position Level:</b> 9
--	------------------------	--------------------------

<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_